



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, February 4, 2004

4:00 P.M., Room 107

I. CALL TO ORDER

The meeting was called to order by President Deborah Smith at 4:07 p.m.

Others present: Commissioners Floyd DeForest and Ray Murdaugh; Civil Service Personnel Director Karen Scholle, and Planning and Economic Development Director Cathy Brubaker-Clarke.

II. MINUTES

There were no additions, deletions, or other corrections to the proposed minutes.

Motion by DeForest, support by Murdaugh, to approve and accept the minutes of the January 7, 2004 regular meeting as printed.

VOTE: Three yeas, no nays. Motion carried.

III. ACTION AGENDA

A. Appointment of Temporary Zoning Administrator

Discussion took place concerning staffing needs in the Planning and Economic Development Department, which has lost 3.5 positions in the past year. Commissioner DeForest expressed concern with again waiving the Civil Service Rules and Regulations to allow for a 90-180 days Zoning Administrator temporary appointment. The PED Director indicated that due to continuing budget challenges and the fact that the charter requires the appointment of a Zoning Administrator, presently this appears to be the most workable option available.

Motion by DeForest, support by Murdaugh, to waive the Civil Service Rules and Regulations regarding temporary appointments to allow for the appointment of a Zoning Administrator for 90 days.

VOTE: Three yeas, no nays. Motion carried.

B. Request for FMLA Leave of Absence

The Commission considered a request for a continuous FMLA leave of absence for Terees Williams of DPW for the birth of a child.

Motion by Murdaugh, support by DeForest, to approve the request for a continuous FMLA leave of absence for Terees Williams.

VOTE: Three yeas, no nays. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

- A. Unauthorized Absence Policy
Recommended changes per the City attorney's opinion letter are forthcoming.
- B. Staffing Levels
No additional layoffs since 12/31/03, with 282 regular full-time employees.
- C. Performance Reviews
Training held on 1-16-04; reviews are coming back in with additional time allowance for supervisors in order to utilize training concepts.

V. STATUS OF RECRUITMENTS

- A. Assistant City Engineer: Twenty applications on file and under review by DPW managers.
- B. City Seasonals 2004: Eight applications on file for 2004.
- C. Customer Service Representative I: There are 105 applications on file.
- D. Customer Service Representative II: Sixty-four applications on file.
- E. Fire Battalion Chief: Promotional written testing scheduled for 2/3/04 for two candidates.
- F. Firefighter 2004: Sixty-three applications on file.
- G. Fire Inspector: Oral exam administered 1-29-04 for two final candidates; Firefighter Scott Hemmelsbach appointed Fire Inspector effective 2-1-04.
- H. Police Officer 2004: There are 141 applications on file for the 2-28-04 deadline.
- I. Water Plant Operator: Three promotional applications on file; recruitment opened to outside candidates to establish both a promotional eligibility list and open competitive eligibility list.

VI. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

B. Promotions

Permanent Employees

Jon Baker, from Police Officer to Police Sergeant, 1/4/04.

Seasonal/Part Time

C. Transfers

Permanent Employees

Sue Sutherland, from Civil Service Personnel Analyst to Community & Neighborhood Services Finance Clerk, 1/4/04.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Brian Lazor, from Assistant Planner to Planning Department Zoning Administrator, 1/26/04.

Seasonal/Part Time

F. Other

Permanent Employees

Samantha Ferguson, Customer Service Representative I, Leisure Services, (laid-off from Customer Service Representative I, Planning).

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Leah Fenwick, Police Sergeant, Group 1 violation, 1st offense, 1/27/04.

Ron Linstrom, Battalion Chief, Group 1 violation, 1st offense, 1/12/04.

John Wilson, Equipment Operator, Group 1 violation, 1st offense, 1/7/04.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Jared Halverson, Water Sewer Maintenance Worker, 3-day suspension (waived) for Group 1 violation, 3rd offense, 1/21/04.

Matt Holmes, Water Sewer Maintenance Worker, 1-day suspension for Group 1 violation, 2nd offense, 1/8/04.

David McNeil, Police Officer, 1/18/04.

Seasonal/Part Time

C. Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Deborah Steenhagen, Zoning Administrator, 1/23/04.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

Cheri Burdick-Street, Farmers Market Master, 12/20/03.

David Wikman, Harbor Master, 10/30/03.

C. Other

Retirements

Layoffs (Permanent Employees)

Daon Mitchell, Customer Service Rep I (part-time), Leisure Services,
12/31/03.

-IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Jim Snead, DPW Maintenance Electrician, Detector Seminar, 4/24-25/03.

Michigan Traffic Signal Inspector Program, 12/8/03.

Master Electrician License, 12/8/03.

John Nowak, Firefighter, Fire Officer I Training, 1/12/04.

B. Letters of Commendation

Tom Fine, Police Sergeant, received a letter of thanks from (Citizen) Andrea Bailey commending him for being a great mentor to her on her first job shadow.

C. Reassignment of Duties

X. OTHER BUSINESS

A. Temporary Services: There were no expenditures for temporary employees through Manpower or Kelly Services for the month of January.

B. Reclassification Policy

Two draft versions are under review.

XI. ADJOURNMENT

With no further business to attend to, the meeting adjourned at 4:25 p.m.

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(02 04 CSC Minutes)